



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Administrative Memorandum

Number 03- 01

January 27, 2003

**SUBJECT: REQUEST FOR CASE RECORD/DOCUMENTS MEMO – REVISED
WFP&I 343**

Reference:

Replaces: WFP&I Administrative Memo 95-04, dated March 28, 1995

Attention: [X] WFP&I Investigative Staff

This memo releases the revised "Request for Case Record/Documents," WFP&I-343.

The WFP&I-343 is to be used to obtain case records/documents from a district office when attempts through regular channels have been unsuccessful. This means the Welfare Fraud Investigator (WFI) has made at least two attempts through the District Fraud Liaison and at least two attempts to obtain the case record from FKI, and the Supervising WFI (SWFI) has made one contact to the District Fraud Liaison.

The WFP&I-343 is only used for cases slated to be submitted to the District Attorney (DA) for prosecution.

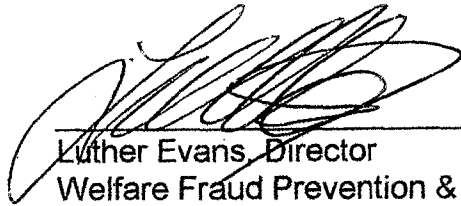
The WFP&I-343 is drafted by the SWFI. It must be completed and returned with a negative response before the WFP&I Deputy can approve a request for a Telephonic Decline from the DA.

The SWFI submits the WFP&I-343 to the WFP&I Deputy for the Director's signature. The Director will sign and forward it to the appropriate district. After the Director has signed the document, three copies will be returned to the Deputy. The Deputy will retain one copy for control and reporting purposes. The other two copies will be returned to the SWFI who will return one copy to the WFI to file in the Central Fraud Folder (CFF).

The Deputy/SWFI shall retain copies of all the WFP&I-343s in a designated folder. All requests will be controlled by the Deputy/SWFI for a response from the district within two weeks. The Deputy shall notify the Director when there is either "no response" from the district, or the district responds that they are "unable to locate the case record/case documents."

The Director's office will notify the WFP&I Division Chief. The Director will then control for a one-week response from the Division Chief. The Director will notify the Deputy/SWFI via an updated control log showing the final outcome.

Questions regarding this missive may be directed to WFP&I Program staff.



Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

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Wfpi343revise

Attachment

DEPARTMENT OF PUBLIC SOCIAL SERVICES



BUREAU OF HEALTH, NUTRITION & COMMUNITY SERVICES

Date:

TO: _____, Director
_____, District

FROM: Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

SUBJECT: REQUEST FOR CASE RECORDS FOR WELFARE FRAUD PROSECUTION

This is to ask for your help in locating a case record/documents needed by WFP&I to prove welfare fraud. According to LEADER and/or FKI, the case is located in your office. WFP&I has made several attempts to obtain the following requested information but has been unsuccessful. Because of this, I am requesting your involvement. Please help in locating the following:

Case name:	Case Number:
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Missing Documents/Forms	From (month/Year)	To (month/year)
CW 7(s)		
CA-20(s)		
CA 2(s)		
DFA 285(s)		
PA 898(s)		
OTHER		

Please respond within 10 Days and indicate whether you have been successful in locating any of the documents.

You may forward the requested documents to WFP&I Administration - Attention: Document Retrieval. Please include a copy of this memo. Thank you for your help. If you have any questions or need additional information, please do not hesitate to call me at (323) 418-3211. Thank you again.

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